

CHAPTER 4

PERSONAL AFFAIRS

You are responsible for your own personal affairs. This chapter touches on many of the more important personal matters you should be aware of. Don't take these matters for granted.

YOUR MILITARY RECORD

Article 5020110 of the *Military Personnel Manual (MILPERSMAN)* sets forth the regulations on officer records. The Bureau of Naval Personnel (BUPERS) maintains a microfiche record for each Navy and Naval Reserve officer. The record contains any document that bears or reflects on the character, performance, professional qualifications, and fitness of the officer. The officer microfiche service record is divided into six basic areas containing the following information:

• FICHE NO. 1—FITNESS AND AWARDS

1. Assignment officer code
2. Latest photograph
3. Fitness reports and attachments
4. Medals, awards, citations

INDIVIDUAL'S SSN		FICHE TYPE NUMBER		BAR CODE		
INDIVIDUAL'S NAME						
123 45 6789		1				
DOOR WATER T						
A	1	2	3	FITNESS REPORT FORMS, CONTINUATIONS AND ATTACHED MATERIAL		
B						
C						
D						
E						
F	71 MEDALS / AWARDS / CITATIONS					
G						

*NOT USED

Fiche 1

• FICHE NO. 2—PROFESSIONAL HISTORY

1. Educational data
2. Qualifications, classifications, designation data
3. Appointments, promotions, commissions

4. Reserve status
5. Service determinations, separation, retirement

123 45 6789		2			
DOOR WATER T					
A	1	EDUCATIONAL DATA			
B	15	QUALIFICATIONS DATA			
C	29	APPOINTMENTS / PROMOTIONS			
D					
E	57	RESERVE STATUS			
F	71	SERVICE DETERMINATION / SEPARATION / RETIREMENT			
G	85	MISCELLANEOUS PROFESSIONAL HISTORY DATA			

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Fiche 2

• FICHE NO. 3—PERSONAL DATA

1. Security investigations, clearances, personal history statement
2. Record of emergency data
3. Record changes
4. Personal background data (citizenship, casualty, death, biography)
5. Physical examination report
6. Miscellaneous personal data

123 45 6789		3			
DOOR WATER T					
A	1	SECURITY INVESTIGATIONS, CLEARANCES PERSONAL HISTORY STATEMENTS			
B					
C	29	EMERGENCY DATA			
D	43	RECORD CHANGES			
E	57	PERSONAL BACKGROUND DATA			
F					
G	85	MISCELLANEOUS PERSONAL DATA			

86NVJ003

Fiche 3

• FICHE NO. 4—ORDERS

123 45 6789 DOOR WATER T		4											
A	1	ORDERS											
B													
C													
D													
E													
F													
G													

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Fiche 4

• FICHE NO. 5—PRIVILEGED INFORMATION

1. Adverse information
2. Statements of the officer in reply to adverse information
3. Extracts from the findings and recommendations of courts and boards concerning the officer

123 45 6789 DOOR WATER T		5											
A	1	PRIVILEGED INFORMATION / POW DATA / MEDICAL BOARD COVER SHEET											
B													
C													
D													
E													
F													
G													

86NVJ005

Fiche 5

• FICHE NO. 6—ENLISTED RECORD

1. Prepared only for officers who have served as enlisted members for 2 years or more. Enlisted documents for officers who completed less than 2 years of enlisted service are distributed in the appropriate subject matter field on fiche 1 through 5.

2. A fiche number 6 is not prepared during the conversion process for temporary officers who held concurrent enlisted status.

123 45 6789 DOOR WATER T		6											
A	1	ENLISTED RECORD											
B													
C													
D													
E													
F													
G													

86NVJ006

Fiche 6

The official officer microfiche record, which is presented to selection boards, consists of fiche numbers 1, 2, and 5 for active-duty officers and fiche numbers 1, 2, 4, and 5 for officers in the inactive Reserve and Training and Administration of Reserves (TAR) Program.

MATERIAL IN YOUR RECORD

Any matter, such as that described in fiche 1 through 6, that is rightfully placed in the official record of an officer may not be removed except by special authorization of the Secretary of the Navy. Each day of your service career you are building up material for your record, which, when properly entered, is there to stay.

Once submitted to the BUPERS, an official document becomes the property of the Navy Department and is not subject to change or removal, except by authorization of the Secretary of the Navy. A document, for example, a fitness report, may be amended or supplemented by correspondence forwarded via official channels. In such cases the forwarding correspondence will be made a part of the document being amended or supplemented. An exception to the above concerns information relating to an officer's desire to resign. If that officer should change plans and decide not to resign, any correspondence relating to the resignation will be removed from the record at the officer's request.

The Chief of Naval Personnel reviews your record when any change in your status is

contemplated, such as promotion, assignment to duty, special details, trial by general court-martial, or disciplinary action. Your record is of particular importance in selections for promotion to the higher grades. In furnishing the material for your record, you are daily adding to evidence of your personal and professional reputation in the service. Anonymous communications are not made a part of an officer's record.

CONFIDENTIAL MATTER

The Head, Military Records Branch, Bureau of Naval Personnel, maintains files of classified correspondence from any source pertaining to an officer. The files of the majority of officers contain no classified matter.

Material of an unfavorable nature is referred to the officer concerned before being filed. The Chief of Naval Personnel must authorize access to an officer's classified file by other than the officer concerned. This restricted access safeguards the officer's interests and preserves the security of certain categories of information.

WHO MAY SEE YOUR RECORD

Access to an officer's record normally is limited to the following people:

- The officer
- An agent or representative of the officer specifically authorized in writing
- Personnel who are required to review military service records in the performance of their official duties
- Duly convened boards of the Department of the Navy
- Personnel authorized by courts-martial proceedings
- Personnel authorized by a court order signed by a judge

Should you see your record? Yes, by all means. You may personally review your record in the BUPERS Record Review Room (Pers-312D), Room 3036, of the Navy Annex. Also, you may specifically authorize *in writing* another person to review your record for you.

Normally the receptionist at the Record Review Room requires about 45 minutes to provide a record for review. You can save time by calling ahead to

(703) 614-2858 or DSN 224-2858 or 224-1315 to request that your record be drawn before your arrival.

Be sure everything required is in your record. See that it gives a consistent, uninterrupted account of your naval service. Ensure all awards, citations, and fitness reports are present.

Next, try to look over the record objectively. Consider that you are a stranger evaluating the individual reflected by the files. How does this person look to other people? What are the person's strengths and weaknesses? What should this person do to improve professionally? Can you outline a program for this person to follow? Your record can be an invaluable guide toward your future conduct in the Navy.

In addition to your field service record (NAVPERS 1070/66), you are urged to maintain a personal file. It should contain copies of originals of all orders, endorsements, official letters received, travel reimbursements, and any other documents likely to be important for future reference.

You may have a copy of your microfiche record sent to you by writing to the Commander, Bureau of Naval Personnel (ATTN: Pers-312), Washington, DC 20370-5312. Your handwritten signature and Social Security number (SSN) are required.

PRIVACY ACT

Your record is protected by the Privacy Act. Under the provisions of SECNAVINST 5211.5, any forms that solicit personal information covered by this act must contain or be accompanied by a statement explaining the authority for, the use of, and the consequences of disclosing the information.

OFFICER QUALIFICATION QUESTIONNAIRE

Information recorded in automated master files concerning an officer's skills and experiences is taken from the Officer Qualification Questionnaire (NAVPERS 1210/5). Officers should complete this questionnaire at the time of initial appointment to officer status. The disposition of the questionnaire is as follows:

- The NAVPERS 1210/5 for newly commissioned officers reporting to duty or active duty, as appropriate, is forwarded to the Bureau of Naval Personnel for filing in the officer's service record.
- The NAVPERS 1210/5 for newly commissioned officers reporting to inactive duty shall be

forwarded to the Naval Reserve Personnel Center for filing in the Officer Qualification Record.

If the NAVPERS 1210/5 is missing upon verification of an officer's service record, the officer must complete a new form. Copies of the Officer Qualification Questionnaire will be forwarded to BUPERS or the Naval Reserve Personnel Center only at the time of initial commission or upon request.

FITNESS REPORTS

Each officer's performance is evaluated at least annually (twice a year for LTJGs and W-2s)—on the officer's detachment and on the reporting senior's detachment. Additionally, special, concurrent, and operational commander reports may be issued under special conditions. All reports for captains and below are done on the NAVPERS 1611/1 form. It is a multipart form with copies for the officer, the reporting senior, and the headquarters' record.

Fitness reports constitute a running record of your performance throughout your service. They are the primary tool used in the promotion and assignment process.

Periodic Fitness Reports (FITREPs) are due on the last day of the month shown as follows. They must be submitted within 15 days after the end of the reporting period.

CWO2	March and September
CWO3/CWO4	March
ENS	May
LTJG	February and August
LT	January
LCDR	October

Observed reports for junior officers must be signed by both the officer and the reporting senior before submission. Before you sign your report, verify that your SSN and name are correct. Check blocks 12 and 13 to be sure that there is continuity between reports. Your current report must cover the entire period since your last report or cover the first FITREP received when you came on active duty. You should receive a copy of the report. If you don't, you should ask for it. Be sure to retain your copies.

SELECTION BOARDS

All promotions to lieutenant and higher are made by statutory selection boards convened by the Secretary of the Navy. These boards are charged with selecting officers who are best qualified for promotion.

Selection boards use the fitness reports on your microfiche record as their primary source of information. They also use the Officer Summary Record (OSR). The OSR summarizes information about the officer from automated files. In addition to summaries of fitness reports, the OSR displays information about appointments, promotions, current assignment, awards, schools, education, and qualifications. You may obtain a copy of your OSR by writing to President, [appropriate fiscal year, grade, line or staff corps] Promotion Selection Board, Bureau of Naval Personnel (Pers-26), Washington, DC 20370-5220. Naval Reservists should use the preceding address but substitute the following information: Pers-93 and ZIP Code 20370-5930. Include your name, SSN, and mailing address; be sure to sign the request.

In addition, numerous administrative boards are conducted each year. These boards consider officers for many programs, including subspecialty, augmentation, training, and department head.

HEALTH RECORD

Most of the time your health record will take care of itself. Rather, the medical officer or administrative unit to which you are attached will take care of it and, under certain conditions, will forward it to your next duty station. At those times when you have your health record in your possession, you are responsible for it. Take care of it, for it is an important record. Not having it at the right time may mean taking your immunization shots over again. Your health history is reviewed to determine your entitlement to any disability allowance. This entitlement can affect your retirement and pay!

YOUR PAY ACCOUNT

Under the Joint Uniform Military Pay System (JUMPS), your pay account is centrally maintained by the Defense Finance and Accounting Service—Cleveland Center (DFAS-CL), Cleveland, Ohio. Your Personnel Support Detachment (PSD) (shore commands) or disbursing and administration offices (afloat commands) submit daily computer input to DFAS-CL. This input provides details that affect your pay, allowances, deductions, and leave. All changes, such as promotions, dependent status, or leave taken, affect your pay and your taxes.

DFAS-CL prepares a monthly account of your pay and accrued leave in the form of a Leave and Earnings Statement (LES), which is mailed to your local disbursing officer in duplicate. Figure 4-1 is a

sample of an LES. You receive one copy of the LES for your information; disbursing files the other copy in your Personal Financial Record (PFR).

The LES reflects the status of your pay on the computerized master military pay account (MMPA). Each month when your new LES arrives, disbursing ensures all outstanding actions have been posted. The disbursing copy is filed in your local pay record, which contains your 12 most recent LESs. Your LES contains all leave information and forecasts of the amount of money due for the next two paydays.

When you have a permanent change of station, you take your pay record with you to your next duty station. Naval Academy (USNA) graduates receive their pay record upon detachment from the Academy. PFRs are established for Reserve officers at their first duty station when they report for active duty.

BASIC PAY

The pay of all military members is prescribed by law. Members are entitled to receive pay according to their paygrade and years of creditable service. Pay and allowances generally accrue from the date of acceptance of appointment as an officer. The normal method of acceptance is taking the oath of office. Commencement of travel in compliance with an order (ordered to active duty) is considered acceptable for pay purposes, but payments will not start until formal signing of the oath of office. USNA graduates are considered to be on active duty once they graduate.

BASIC ALLOWANCE FOR QUARTERS/VARIABLE HOUSING ALLOWANCE

The U.S. government has a responsibility to house you and your dependents. That can be done in many different ways. The most common is payment of basic allowance for quarters (BAQ) and variable housing allowance (VHA). BAQ and VHA are compensatory entitlements paid to help defray the cost of civilian housing. Officers without dependents still qualify for BAQ if they maintain a residence. BAQ with dependents is paid to all married members and members with dependent children or parents. Dependent children or parents must be specifically authorized by DFAS-CL. BAQ without dependents is paid to members who have no dependents and live off the ship or base. The commanding officer has the final authority for approving or disapproving BAQ requests for members without dependents.

CAREER SEA PAY

To qualify for career sea pay (CSP), you must have at least 3 years of sea duty and be assigned to a category A vessel (primary mission accomplished under way), ship-based staff, or ship-based aviation unit. Duty on board a category B vessel (primary mission accomplished in port) warrants CSP only when the ship is under way or in port at least 50 miles away from the home port.

BASIC ALLOWANCE FOR SUBSISTENCE

All officers, regardless of their dependency status, qualify for basic allowance for subsistence (BAS). This entitlement pays for your meals.

FAMILY SEPARATION ALLOWANCE

Family separation allowance (FSA) is payable only to members with dependents. It provides compensation for added expenses incurred because of a forced separation from your dependents. A forced separation includes deployments and long periods of temporary duty requiring you to be away from your family for a period greater than 30 days.

Another type of FSA is payable if you are required to maintain two households, such as a tour that does not allow your dependents to accompany you. This type of FSA is payable at the same rate as BAQ without dependents.

PAY FOR HAZARDOUS AND SPECIAL DUTY

If you qualify you can receive additional pay for certain hazardous or special duty. Special duty pay includes aviation career incentive pay (ACIP) and submarine duty pay. You are entitled to hazardous duty pay if your duties expose you to hostile fire (except in time of war) or if you are assigned to duties involving diving or parachuting.

SPECIAL PAY FOR HEALTH PROFESSIONALS

Officers qualified in medical, dental, and optometry can receive special pay for active service in some cases.

TAXES ON YOUR PAY

You must pay federal income tax on your Navy pay. The amount deducted depends upon the withholding statement (W-4) you file with your disbursing officer. You must pay federal income tax on (1) basic pay, (2) incentive and special pay, (3) certain travel pay, and (4) other pay as applicable. You do not pay tax on allowances such as subsistence and allowance for quarters.

Military personnel come under the Federal Insurance Contributions Act (FICA), which provides Social Security coverage for members of the armed forces. FICA taxes are deducted from your monthly pay and are currently limited to a specified maximum during a calendar year.

You may also have to pay a state income tax to your state of record. When you enter the Navy on active duty, you fill out a DD Form 2058 to designate your state of legal residence. Some states do not require active-duty citizens to pay a state income tax, and some states do not have any state income tax. Check with your disbursing officer for additional information.

PAYDAY

Payday takes place twice each month on dates established by your commanding officer, normally the 1st and 15th of each month. The Department of Defense has mandated that all service members elect a financial institution to have their net pay directly deposited. This election must be accomplished within 6 months after your entry into active duty.

Since you will probably have to pay many of your bills by mail, having a checking account will be a necessity. Most naval personnel have the opportunity to join a Navy or Defense Credit Union, which will provide them the opportunity to open a checking account. Financial Institutions often have branch offices conveniently located near most large installations.

Remember, you can have your net pay automatically deposited into your checking account through the Direct Deposit System. Allotments can also be paid to an account at a financial institution. This Direct Deposit System (DDS) is in addition to the Navy allotment system. If you change duty stations, your direct deposit will continue while you

are on leave or in a travel status. If you are in transit or have temporary duty before the DDS starts, you can be paid by any military disbursing officer of the Department of Defense or the Coast Guard. To receive pay, you must present your pay record, identification card, and original orders.

Do not carry large sums of cash on your person. Since your profession requires that you travel in many parts of the world, acquire the habit of carrying traveler's checks rather than cash. You can purchase traveler's checks from any bank or credit union. If your checks are lost or stolen, you can obtain refunds quickly, but you have little hope of ever getting back any lost or stolen cash. Never leave cash unattended in your stateroom or bachelor officers' quarters (BOQ). Remember, you are not the only one with a key to your room.

ALLOTMENTS

Allotments of pay are important, useful, and convenient. Your disbursing officer will help you fill out the necessary allotment forms.

DFAS-CL will pay the amount of the allotment each month to whomever you designate. Allotments are normally designated for dependents, insurance, savings accounts, checking accounts, and government savings bonds. The *Department of Defense Military Pay and Allowances Entitlements Manual (DODPM)* outlines other types of allotments. Allotments normally reach the intended person or agency by the 5th of the month, if the person or agency is located within the continental United States (CONUS). Once an allotment is started, it must remain active for at least 3 months.

Changes to allotments require planning. If you are on board a ship and want to start an allotment, ensure the disbursing officer has the appropriate documentation no later than the 17th of the month preceding the month in which you wish the allotment to start. Members serviced by a PSD have a little more time; the deadline is the 28th of the preceding month.

One extra note: If you should learn in advance that you will be reporting to a deployed ship, you would be wise to consult a disbursing officer (before reporting aboard) about requesting an allotment for your dependents. An allotment will ensure they have an income while you are away.

ADVANCES OF PAY

If you receive permanent change of station (PCS) orders to a location outside your current geographical area, your commanding officer can authorize an advance of pay not to exceed 1 month's basic pay less the following:

- Income tax withholdings
- FICA tax deductions
- Scheduled liquidation of any indebtedness (including any unliquidated amount resulting from an advance previously made on a different set of PCS orders)
- Servicemen's Group Life Insurance (SGLI) premiums, if applicable

In cases involving extreme hardship, your commanding officer may authorize up to 3 months advance pay less deductions.

DFAS-CL will withhold part of your pay each payday until the advance is repaid. The advance must be fully liquidated within 12 months (starting on the 15th of the month following the month in which the advance was made) or before your projected rotation date (PRD). You can repay the entire balance of the advance any time during this 12-month period. In certain cases the commanding officer can authorize an extension of the repayment schedule to 24 months. Advance pay is often referred to as a "dead horse."

PERSONAL FINANCIAL RESPONSIBILITY

Commanding officers should not act as agents for claimants in business transactions or claim collections. Normally, the commanding officer only ensures that the claimant's communication reaches the right person and that the person responds promptly. Commanding officers will not tolerate actions of irresponsibility, gross carelessness, neglect, or dishonesty in the financial dealings of their personnel. Federal law allows garnishment of your pay if you fail to pay your federal taxes, court-ordered child support, or alimony.

If evidence indicates an officer is negligent or careless in attending to personal finances, the commanding officer will make an appropriate entry on the officer's fitness report. If the circumstances meet certain criteria, the commanding officer may recommend trial by court-martial. When finances are

extensively involved, the officer may have to submit a monthly statement of indebtedness and show positive intentions in fulfilling unpaid obligations. Article 6210140 of the *MILPERSMAN* outlines Navy policy on personal indebtedness.

DEPENDENT IDENTIFICATION CARDS (DD-1173)

Persons dependent upon you for more than one-half of their support normally qualify for a number of benefits. Your dependent must have a valid dependent identification card to qualify for the following benefits:

- Medical care at uniformed services facilities and Civilian Health and Medical Program for Uniformed Services (CHAMPUS) facilities
- Commissary, exchange, and theater privileges
- Special privileges overseas

NAVMILPERSCOMINST 1750.1 explains dependent identification card application procedures and associated benefits.

MEDICAL CARE FOR DEPENDENTS

Another benefit for your dependents is the medical care protection provided under the Uniformed Services Health Benefits Program (USHBP). SECNAVINST 6320.8 describes this program in detail. To ensure your dependents receive care under this program, you must enroll them in the Defense Enrollment Eligibility Reporting System (DEERS). DEERS has two objectives. Its first objective is to collect, and provide for management's use, demographic and sociographic data on the population entitled to receive DOD benefits. Its second objective is to prevent misuse of these medical benefits.

The USHBP provides for comprehensive medical care in military medical facilities. The CHAMPUS portion of the USHBP also covers most civilian medical care accepted as good medical practice. Excluded are domiciliary or custodial care, routine physical examinations or spectacles, prosthetic appliance devices other than artificial limbs and eyes, and routine dental care. USHBP makes some exceptions to these exclusions.

Table 4-1 provides a breakdown on the Uniformed Services Health Benefits. A pamphlet entitled *CHAMPUS* gives additional information concerning USHBP. You may obtain this pamphlet

Table 4-1.—Uniformed Services Health Benefits

Uniformed Services Medical Facilities			Civilian Health and Medical Program (CHAMPUS)		
Eligible Patients	Inpatient	Outpatient	Inpatient	Outpatient	Program for Handicapped
Active-Duty Member	Yes, first priority		Not eligible	Not eligible	Not eligible
Spouse or child of AD member	Yes, if space-available		Yes—may need nonavailability certificate	Yes	Yes (needs prior approval)
Retired member, spouse or dependent child of retiree, surviving spouse or dependent child of AD member, or retiree	Yes, if space available		Yes, unless eligible for MEDICARE (Part A); may need Nonavailability certificate	Yes, unless eligible for MEDICARE (Part A)	Not eligible
Dependent parents or parents-in-law of AD, retired or deceased member, and certain former spouses are authorized military hospital and CHAMPUS care if they do not have employer-sponsored health care	Yes, if space available		Not eligible	Not eligible	Not eligible

from the U.S. Government Printing Office or from a health benefits adviser at naval hospitals and major naval commands.

ELIGIBILITY

Medical care from both civilian and uniformed services facilities may be extended to dependents and survivors of (1) active-duty members and (2) members and former members in receipt of retired or similar pay.

To be eligible for medical benefits, a dependent must bear one of the following relationships to the member or former member:

- Be a lawful spouse or unremarried widow/widower
- Be an unmarried legitimate child, adopted child, or stepchild, in one of the following categories: (1) under 21 years of age; (2) over 21 but incapable of self-support because of mental or physical incapacity that existed before the age of 21 and dependent on service member for over one-half of support; or (3) under 23, enrolled in a full-time course in an approved institution of higher learning, and dependent on the service member for over one-half of support

Retired members and their spouses and children and the spouses and children of deceased members

who become entitled (at any age) to hospital insurance benefits under Medicare Hospital Insurance (Medicare Part “A”) lose their eligibility for all types of civilian care under CHAMPUS. Such individuals retain eligibility for care in uniformed services facilities, however, even after age 65.

Nonavailability Statements

Dependents of active-duty members who reside with their sponsors must use uniformed services facilities for their inpatient medical care if a facility capable of providing the appropriate care is available in the area in which they reside. CHAMPUS will pay for civilian inpatient care costs for such persons only if a certificate indicating the care was not available at the facility is submitted with the CHAMPUS claim or if the care was provided in an emergency.

Medical Care for Parents or Parents-In-Law

Under certain circumstances the parents or parents-in-law of active-duty or retired (with pay) service members are eligible for medical care from uniformed services facilities. At the time of the member’s death, the parents or parents-in-law must be, or must have been, dependent on the member for over one-half of their support and residing in a dwelling provided or maintained by the service member.

Maternity Care in Civilian Facilities

For the most current information on dependent maternity care in civilian facilities, consult the *CHAMPUS Handbook*. Health benefits advisers at military medical facilities can provide you with a copy of this handbook.

HEALTH CARE COVERAGE UPON SEPARATION

Upon your release from active duty, you can enroll in the United Services Voluntary Insurance Program (USVIP). This health insurance program covers you, your spouse, and your children. Your personnel office will have details on this program.

DENTAL CARE FOR DEPENDENTS

Your family is eligible for dental care from any uniformed service dental facility on a space-available or emergency basis. Availability depends upon such

factors as the physical capacity of the dental clinic, the number of active-duty members the clinic must support, the staff assigned to the clinic, and the amount of dependents and retirees requesting care. Overseas dental facilities are normally staffed to provide primary dental care to dependents who accompany their military sponsors. Stateside clinics, however, are staffed only to meet the needs of the active-duty population.

To address this lack of stateside coverage, the uniformed services offer the active-duty Dependents Dental Plan (DDP). Participation in the plan, which is administered by a civilian contractor and supervised by the Office of CHAMPUS, is voluntary. The plan provides basic dental benefits to spouses and children of active-duty personnel. Dependents enrolled in this plan may go to any licensed civilian dentist. The government pays most of the program’s cost. The service member’s share of the monthly premium is \$5.20 for one dependent or \$10.00 for two or more dependents. If the DDP beneficiary uses a participating dentist, all covered diagnostic and preventive services are free. A member pays 20 percent of the cost for covered restorative services, such as fillings. You can get additional information on DDP benefits from your Health Benefits Adviser.

LIFE INSURANCE

The advantages of a sound life insurance program for naval officers are many and unquestioned, but some bear repeating to ensure you know about them.

SERVICEMEN’S GROUP LIFE INSURANCE (SGLI)

Public Laws 98-289 and 97-66 provide the Servicemen’s Group Life Insurance Program. The program provides a \$100,000 insurance policy on the life of every active-duty member of the uniformed services subject to a call to active duty or to orders that do not specify a period of 30 days or less. A small amount of money is automatically deducted from each member’s pay to cover a portion of the premium. The service concerned pays the remaining premium cost. A member may elect to submit SGLI-8286 requesting coverage in any \$5,000 increments below \$100,000 or choose not to be covered.

Under SGLI each member may elect any person(s) or entity(ies) as beneficiary(ies) for the insurance proceeds. Each member may also elect that the insurance proceeds be paid in a lump sum or 36

equal monthly payments. Otherwise, the beneficiary may choose the mode of settlement. If you do not designate a beneficiary, your insurance will be paid automatically in the following order of precedence:

1. Your spouse
2. Your child or children in equal shares, with the share of any deceased child distributed among the descendants of that child
3. Your parents in equal shares or the entire amount to the surviving parent
4. The duly appointed executor or administrator of your estate
5. Your next of kin under the laws of your state or domicile at the time of your death

If you do not want your insurance paid in the *above order*, you must designate a beneficiary. Such designation, *to be valid*, must be in writing, over your signature, and received in the personnel office before your death.

Please note that your Record of Emergency Data (NAVPERS 1070/602) substantiates the designation of a beneficiary for unpaid pay and allowances, death gratuity, and the like. However, it *does not* serve to designate a beneficiary to receive the proceeds of Servicemen's Group Life Insurance. Also, note that if you have no surviving spouse or children, the proceeds of the insurance are paid to surviving parents in *equal* shares. This provision applies regardless of whether parents are living together or are divorced. A sole surviving parent will receive the entire amount of the insurance. As long as both parents are living, they are entitled to an equal share of the insurance payment, unless the service member designates, in writing, that the proceeds should be paid to only one of the parents.

Proceeds are paid on the basis of Claim for Death Benefits (SGLV-8283). When the Navy Department receives notification of a Navy member's death, it automatically forwards an SGLV-8283 to survivors. Payments of such benefits, made to or on account of a beneficiary, are exempt from taxation and the claims of creditors. Payments also are not liable to attachment, levy, or seizure by or under any legal or equitable process whatever, either before or after receipt by the beneficiary. The above exemptions do not apply to collection of amounts due as premiums or the taxation of property purchased out of such insurance payments or to levy under the Internal

Revenue Code of 1954 (relating to seizure of property for taxes).

The SGLI Program is an excellent low-cost term insurance program to supplement the survivor protection program of every active-duty member. It also offers conversion privileges to Veterans Group Life Insurance (VGLI). You are encouraged to retain full coverage under the SGLI Program while on active duty in the Navy.

VETERANS GROUP LIFE INSURANCE (VGLI)

Public Law 93-289 also provides the Veterans Group Life Insurance (VGLI) Program. VGLI is a voluntary program that provides up to \$100,000 of term insurance for 5 years following your release from active duty or active Reserve participation. You must apply for the insurance within 120 days following your release from active duty by completing the application form and sending it with the first month's premium to the Office of Servicemen's Group Life Insurance (OSGLI). At the end of the 5-year period following your release from active service, VGLI offers you the chance to convert to an individual policy. You may choose one of many approved companies, who will write a new policy for you without evidence of insurability. Complete information is available at your personnel office.

ADDITIONAL INSURANCE NEEDS

Estimate the advantages and disadvantages of various insurance policies solely from the viewpoint of providing the minimum requirements of financial protection for your dependents in the event of your untimely death. You are the best judge of such needs; the decision should be yours and not that of the agent who is selling the insurance. Usually, term and ordinary life contracts offer the younger officer the best solution to insurance problems. You should also consider insurance through the Navy Mutual Aid Association. This association offers many advantages other than insurance, such as assistance to survivors in processing claims and serving as a repository for important papers and documents.

CAUTION: Read your policies carefully to ensure they contain no war or aviation exclusion clauses. Many companies automatically add aviation exclusion clauses for all naval personnel, but most good companies do not. Avoid carrying policies that do not cover those risks associated with your work.

Most officers will fly in service aircraft and sometimes will receive training in these aircraft. Aviation exclusion clauses may *not* cover you in such training situations.

Review your insurance *regularly*. Review the beneficiary clause after the following changes in family relationships:

- You marry or divorce.
- Your spouse dies.
- Children are born, adopted, or die.
- Your parents die or change their marital status.
- Your brothers or sisters die or change their marital status.
- Your spouse's relatives have a change of status.

The following two examples show what could occur if insurance beneficiaries are ignored:

- An ensign, educated at considerable sacrifice on the part of his family, marries a woman from a distant town. After twins are born he makes his insurance payable in one lump sum to his wife, if living; otherwise, to his children in monthly installments. Some time later all of them are in an auto accident. He dies first, then his children, and then his wife. His insurance goes to his wife's estate and thence to his wife's relatives. His own family, who had worked so hard to give him a chance in life, gets NOTHING.

- A lieutenant has a life insurance policy payable to her husband in installments covering a 20-year period. The lieutenant dies. After receiving about one-fourth of the installments, her husband dies too. Their only child, a son, is not named in the policy. Their child was born after the policy was taken out, and the lieutenant failed to change the beneficiary clause. The remaining proceeds, therefore, go to her husband's estate. Since her husband has no will, an administrator is appointed, which costs money. Moreover, the husband remarried after the lieutenant's death; therefore, the second wife is entitled to a share in her estate. So the lieutenant's son receives a greatly reduced share of her insurance proceeds. Fortunately for the son, no other children are involved.

Do not forget your insurance policies. Examine them once a year. Examine them after any change of

status. Talk them over with the insurance and benefits officer aboard your ship or station. Make sure you include complete commercial insurance information in your Record of Emergency Data (NAVPERS 1070/602). For example, many credit unions and automobile clubs provide automatic insurance coverage for their members. Include this type of information in your Record of Emergency Data.

OTHER FORMS OF INSURANCE

You should also consider other forms of insurance, such as automobile and personal liability insurance. The present trend of court awards for damages is toward higher and higher sums of money. Awards of several hundred thousand dollars are not uncommon for injuries caused by accidents occurring on the street or on one's premises. Many officers find they should provide for personal property and real estate insurance, fidelity bonds, and burglary insurance. See your insurance and benefits officer for more information.

SURVIVOR BENEFITS

Dependents of service members who die while on active duty receive certain benefits. You should consider these benefits in connection with planning your insurance program. Bring them to the attention of your dependents.

DEATH GRATUITY PAY

The amount of death gratuity equals 6 months' basic pay plus special and incentive pay at the rate to which the deceased member was entitled on the date of death. The payment is limited to a maximum of \$6,000. Under current law, the survivors of all members are eligible for the maximum amount. The computation of death gratuity does not include allowances such as basic allowance for subsistence or quarters, station per diem allowances, and clothing allowances. The disbursing officer who carries the pay record of the deceased upon receipt of the commanding officer's certification of death and determination of eligible survivor authorizes payment of the death gratuity. To ensure immediate payment, be sure your Record of Emergency Data is current.

DEPENDENCY AND INDEMNITY COMPENSATION

The Department of Veterans Affairs (VA) pays dependency and indemnity compensation to spouses,

unmarried children, and dependent parents of those who die as a result of military service. Payments are as follows:

- Compensation for the spouse is paid in monthly rates based on the service member's paygrade. Payments to the spouse of a deceased member may be increased if the spouse is a patient in a nursing home or requires the regular aid and attendance of another person. Remarriage makes a spouse ineligible, but the spouse may reapply for these benefits if the new marriage terminates.

- Compensation for children under 18 depends on the presence and eligibility of their surviving parent. If there is an eligible spouse, as indicated above, an additional payment for each child under 18 is authorized. If there is no remaining eligible spouse because of death, divorce from the service member, or remarriage after the service member's death, the compensation for children under 18 is paid at varying rates. All of these payments are in addition to the benefits for which children under the age of 18 may be eligible under Social Security. Payment of compensation for support of a child normally stops when the child becomes 18. Refer to NAVMILPERSCOMINST 1750.2 for specific entitlement.

- Compensation for children over 18 may be paid when a child is incapable of self-support by reason of physical or mental disability or until age 23 if a child is attending school and is not receiving War Orphans' Assistance. Entitlement in this category varies in accordance with the condition of the child and the status of the widow/widower.

- Compensation for a dependent parent or parents is provided on a sliding scale according to other income.

BURIAL RIGHTS

The government provides reasonable allowances for burial of deceased service members. The local chaplain usually helps survivors make arrangements of this kind.

TRANSPORTATION OF DEPENDENTS

In the event of the death of a service member, transportation is furnished for dependents at government expense upon application by the senior dependent. Dependents may receive transportation

from their place of residence when first officially notified of the member's death to the place they wish to make their home, subject to certain regulations.

TRANSPORTATION OF PERSONAL PROPERTY

The dependents of a deceased service member are entitled to movement of household goods from their place of residence at the time of the member's death, or within 1 year, to the place they wish to make their home.

SOCIAL SECURITY BENEFITS

On 1 January 1957 members of the armed forces became eligible for benefits provided by the Old Age and Survivor Insurance (OASI) Program of the Social Security system on a permanent, contributory basis. This contribution will increase over time based on applicable legislation.

The amount of Social Security benefits paid to survivors depends on the "average monthly wage" earned by the service member. However, the Survivor Benefit Plan payments to survivors of retired military personnel are reduced in some instances by the amount of Social Security received as a result of the deceased member's military service.

SURVIVOR BENEFIT PLAN

Public Law 92-425 established the Survivor Benefit Plan within the Uniformed Services Retirement System. The Survivor Benefit Plan complements the survivor benefits of Social Security for military personnel in retirement. The plan provides all retired members of the uniformed services, including Reservists who qualify for retired pay at age 60, an opportunity to leave a portion of their retired pay to survivors at a reasonable cost. All active-duty personnel who reach the point of retirement eligibility are covered by the plan without cost for as long as they remain on active duty. NAVMILPERSCOMINST 1750.2 contains details of this program.

LEGAL ASSISTANCE

From time to time everyone has problems that require the advice of a lawyer. Since 1943 the Navy has operated a legal assistance program under the supervision of the Judge Advocate General. Through this program all service personnel and their dependents are able to seek free legal advice from

Navy lawyers who are members of the Navy Judge Advocate General's Corps. This assistance is available to give you advice in connection with any personal legal problem you might have. Navy lawyers, however, cannot normally represent you in civil court.

More than 200 Navy legal assistance offices are located at commands throughout the world and aboard large naval vessels. We cannot overemphasize the importance of taking advantage of this service and consulting a Navy lawyer before you make major decisions that have legal implications. For example, whenever you transfer, you may unintentionally change your domicile or permanent legal home. This change might affect your property ownership or subject you to new state tax liabilities, automobile registration, and driver's license laws. It also may affect distribution of your property if you die intestate (without a will) or place some control over what you may put in your will (in some states you cannot "omit" your spouse). To avoid these problems, you should make it a point to periodically discuss your personal, legal, and financial affairs with your Navy lawyer.

POWER OF ATTORNEY

A power of attorney is the formal written appointment of another person to act as your agent. It can be for a specific purpose (called a limited or special power of attorney), or it can be for the general transaction of your affairs (called a general power of attorney). Even though your agent is limited to the powers specifically written down in the document, you should give a power of attorney only with caution and only where absolutely necessary. For instance, if you are in the process of buying or selling a house or car, you may want to leave a special power of attorney limited only to that purpose.

In years past, leaving a power of attorney with a friend or relative to take care of contingencies that might arise while a service member was deployed was considered essential. Today, because of improvements in communications and the wide availability of Navy lawyers, we do not recommend executing a power of attorney without a specific reason. If your spouse must cash checks made out to you, you can usually arrange to have the checks deposited in a joint bank account or make prior arrangements with the bank. Most documents requiring your signature while you are away from home can be sent to you to sign. Legal officers are

available to act as notary publics if the document needs notarization. Few unforeseen emergency situations will require your signature in less time than that needed for someone to mail a document to you to read, sign, and return.

In any event, before you give anyone a power of attorney, be sure to consult a legal assistance officer. You should be aware of all the legal effects of what you are doing so that the document can be specially tailored to fit your individual needs.

WILLS

Do not assume that if you are young or do not have much property, you should not make a will. The property of a person who dies without a will is distributed according to state laws. In effect, the state writes your will. By preparing a will, you have the opportunity to dispose of your property and to take care of your family the way you want.

Even though a will may look simple, it is not a do-it-yourself document. Many factors affect the way a will must be written to pass property exactly as you want it. A lawyer is trained to recognize these factors. A will should always be drafted to meet the particular needs of each person. NEVER use blank or "fill-in" will forms. Consult a legal assistance officer about preparing a will that will be best for you.

YOUR MAILING ADDRESS

You will move around quite a bit during your naval career. You may be aboard ships that spend weeks at sea. Your mail will have enough necessary delays without you making things worse by inaccurate or delayed changes of address. You are responsible for sending your correct mailing address to correspondents, publishers of magazines, insurance companies (regardless of whether premiums are paid by allotment), and anyone with whom you have business dealings. The post office has Notice of Change of Address cards specifically for this purpose.

As soon as you receive your orders, start notifying people of your new address. Notify your new duty station so that mail arriving there is held for you. After detachment, keep the old station informed of your address so that mail arriving after you have gone may be readdressed and forwarded.

Naval ships have unique postal ZIP Codes addressed through a fleet post office (FPO) identified by such codes as AE and AP. You can find out the

correct address for your new duty station in the personnel office of your present station or at the nearest Naval Reserve center. The publications *Standard Navy Distribution List*, Parts 1 and 2, and *Catalog of Naval Shore Activities* give the correct mailing addresses for all Navy and Marine Corps units. Consult these publications as needed. Remember that security requirements may restrict you from telling the location of your new address.

If you are assigned to a ship, your standard address will be as follows:

Your grade and name
Name of ship and hull number
FPO* and ZIP Code

*FPO San Francisco (AP) and FPO Seattle (also AP) serve Pacific Fleet units; FPO New York (AE) and FPO Miami (AA) serve Atlantic Fleet units and the Americas.

TRANSPORTATION AND STORAGE OF PERSONAL PROPERTY

The conditions and rules for transporting personal property are somewhat complicated and vary with different situations. Before making any arrangements for shipping or storing your property, consult the Personal Property Office nearest you.

ARRANGING FOR SHIPMENT OF YOUR PERSONAL PROPERTY

Upon receipt of your orders, consult the Personal Property Office nearest you. If you are unable to go yourself, you may arrange for an agent to represent you. However, be sure your agent is in receipt of a power of attorney or letter of authority, signed by you, authorizing arrangements for the shipment and/or storage of your personal property. If necessary, you can handle most of the details concerning these arrangements by mail.

During your premove interview, your Personal Property Office will request copies of your orders and ask you to fill out an Application for Shipment of Household Goods (DD Form 1299). This application authorizes you to make shipments or place goods in storage, either of which involves a cost of hundreds of dollars to the government or you, depending on your entitlement.

Weight allowances of household goods authorized for storage/shipment at government

expense are based on your rank/grade on the effective date of your orders and on the type of orders you receive. For instance, on a permanent change of station, an ensign without dependents is entitled to ship 10,000 pounds of household goods; an ensign with dependents is entitled to 12,000 pounds. (On a temporary change of station, the allowance is 600 pounds.) In addition to the authorized weight allowance, you may also ship professional books, papers, and equipment at government expense, provided you certify them to be necessary in the performance of your official duties. Ordinarily, these professional items will be shipped on the same transportation documents as your household goods. To prevent the weight of your professional items being charged to your authorized household weight allowance, ensure they are (1) separately packed and weighed and (2) the weight is separately shown on all shipping documents.

When your goods are picked up, be sure to check the carrier's inventory to see that it is accurate, descriptive, and legible. Be sure you or your agent is present to accept delivery of your goods. For reference purposes as well as for filing a claim, if necessary, keep your copies of the government bill of lading, Statement of Accessorial Services (DD 619 and DD 619-1), Application for Shipment (DD 1299), and Carriers Inventory.

If you will need certain items soon after reporting to your new duty station, you may designate them for delivery at your destination as unaccompanied baggage or with your household goods. Discuss these needs with the Personal Property Office.

When your property is delivered, be sure to note loss or damage, if any, on both your copy and the carrier's copy of the inventory and DD 619-1. You and the carrier will sign these documents after they have been correctly annotated. These notations will be required in supporting your claim for any loss and damage that occur. Also, keep purchase receipts for household items since they can help you establish the value of lost or damaged property.

The Department of Defense has prepared the pamphlet *It's Your Move* to provide information on the movement of household goods, mobile homes, privately owned vehicles, and loss and damage claim procedures. You may get this pamphlet at your nearest Personal Property Office. In addition, appendix IV of this text contains helpful hints for your move.

SHIPMENTS AUTHORIZED BY PERMANENT CHANGE OF STATION ORDERS

If you have permanent change of station (PCS) orders, you may ship your authorized weight allowance of household goods between your old and new permanent duty station. You may make shipments from or to places other than your duty stations. However, with some exceptions, you will be limited (based on cost) to the cost of a regular shipment between your old and new permanent duty station. You are eligible for 90 days' temporary storage at government expense, incident to shipment. In some cases, because of conditions beyond your control, you may be eligible for an additional 90 days' storage. You must submit a request for this additional 90 days in writing to the local transportation officer. You must provide detailed justification in your request. Your commanding officer can authorize storage beyond 180 days in certain circumstances.

SPECIAL PRIVILEGES

Overseas duty, sea duty, and temporary duty orders entitle you to special privileges. These privileges are explained in the following paragraphs.

Overseas Duty

You may have your authorized PCS weight allowance of household goods shipped to your overseas station (if not in a restricted area and if you have been granted entry approval) or to any selected point in the United States. If your duty station is not in a restricted area, shipment to a selected point precludes further shipment under the same orders. The transportation officer will explain to you what special privileges are extended to you when military restrictions apply at your new duty station. If you do not wish your household goods shipped, have them stored at government expense for the full time you are overseas. Such nontemporary storage generally precludes shipment under the same set of orders.

Sea Duty

If you receive PCS orders to duty aboard a ship, you may have your household goods moved to the home port of the ship or to any designated point within CONUS not to exceed the cost of shipment to the home port. If your orders indicate "unusually arduous duty" or if the unit is listed in SECNAVINST

4650.19 or OPNAVINST 4600.16, cost of shipment to a designated location is not limited to cost of shipment to the home port.

If you do not wish your goods shipped, you may have them placed in nontemporary storage for the duration of your tour of sea duty. Suppose you receive PCS orders in connection with the reactivation, building, fitting out, or conversion of a ship. You may ship household goods to the fitting out or building point with the right of reshipment to the ship's ultimate home port incident to your receipt of PCS orders to the ship when it is commissioned. This privilege is not extended to temporary duty orders.

Temporary Duty Orders

Temporary duty orders, including temporary duty at the Naval Academy, authorize you to ship your temporary weight allowance of household goods. You may ship them (1) from your permanent to your temporary station; (2) between temporary stations; or (3) from your last temporary station to your old permanent station, provided a new permanent station has not been assigned; otherwise, they will be shipped to the new permanent station. If you receive temporary orders in connection with the building, fitting out, conversion, or reactivation of a ship and your orders specify duty aboard that ship when it is commissioned, you may have your permanent weight allowance of household goods shipped to a designated point within CONUS. However, the cost of shipment to that point must not exceed the cost of shipment to the building, fitting-out, conversion, or reactivation point. That, though, precludes further shipment upon commissioning of the ship and the assignment of a home port and home yard. Temporary duty orders in connection with building, fitting out, conversion, or reactivation of a ship often involve only a short period. Therefore, we recommend you place your household goods in authorized nontemporary storage at the point of origin pending shipment to the home port or home yard when assigned. See your transportation officer about your entitlement under these types of orders.

CAUTION IN MOVING

If you have plans for buying a mobile home, make NO shipments until you consult the nearest Personal Property Office. One wrong shipment may prevent your receiving any allowance for movement of your mobile home. Also, before you buy, be certain the

size of your mobile home is within specified limits. Some manufacturers advertise a mobile home to be 12 feet wide when it is actually 12 feet 1 inch wide. That extra inch may mean transporting your trailer through certain states is illegal.

Despite the best precautions, loss or damage to your personal property may occur. If you have basis for a claim, contact your transportation officer promptly. The transportation officer will, if possible, provide an inspector to verify the loss or damage and assist you in making your claim.

At the time of your premove interview, be sure to ask for detailed information on the following subjects:

- Preference of carriers
- Requirements for movers at both origin and destination

- Claims procedures for loss or damage
- Government claim coverage of \$25,000 and how the coverage compares to commercial insurance

MOVE YOURSELF

You may move yourself within CONUS under the Navy's Move Yourself Program. This program is commonly referred to as a DITY (do it yourself) move. You may choose to use a rental truck or trailer and packing materials obtained by the Personal Property Office. You may also choose to use your own trailer to move your property. The more you know and understand about the program, the smoother your move will be. Contact your Personal Property Office for assistance in arranging for this type of move.

